

**Torrance Public Library
Youth Services Department
Teen Volunteer Application Summer 2014**

Applications are due by Monday, May 5, 2014, by 8:00 p.m.

No late applications will be accepted.

You must be at least 15 years old by June 2, 2014 to qualify as a Teen Volunteer or have previous experience as a volunteer for the Torrance Public Library.

PLEASE PRINT LEGIBLY

Name _____

Address _____

City _____ Zip _____

Telephone _____ Mobile Phone _____

E-mail _____

We prefer to contact you by e-mail so please check your e-mail for scheduling & other notifications throughout the summer volunteer program. We will contact you by phone if you do not have an e-mail address.

School (in Sept.) _____ Grade (in Sept.) _____ Age _____ Birthday _____

Emergency Contact _____ Relationship _____ Phone _____

Have you previously volunteered at the Library? ____ When/How long? _____

Have you done other volunteer work? (hospital, school, etc.) _____

If yes, where and what did you do? _____

Have you worked for pay? (babysitting, cutting lawns, pet-sitting, etc.) _____

Tell us briefly why you would like to be a Teen Volunteer:

Please describe any activities you will be participating in this summer (summer school, camp, sports, etc.) _____

Are you going on vacation this summer, during SRP? Yes ____ No ____ Not sure ____

If yes, when will you be gone? Dates: _____ to _____

The Teen Volunteer Program runs for seven weeks from Monday, June 23, 2014 through Saturday, August 9, 2014. **Each volunteer will be asked to work approximately 2 - 6 hours each week and volunteer during at least one program at their assigned branch. Please indicate the shifts you can work on your scheduling worksheet.**

Please return application to the Katy Geissert Civic Center Library Youth Services Department **no later than 8:00 p.m., Monday, May 5, 2014.** You will be e-mailed for an interview (or phoned if no e-mail available).

Please select preferred interview date (all times are p.m.):

- ☐ Monday, May 19: ☐ 3:30 ☐ 3:45 ☐ 4:00 ☐ 4:15 ☐ 4:30 ☐ 4:45 ☐ 5:00 ☐ 5:15 ☐ 5:30 ☐ 5:45
☐ 6:00
☐ Tuesday, May 20: ☐ 3:30 ☐ 3:45 ☐ 4:00 ☐ 4:15 ☐ 4:30 ☐ 4:45 ☐ 5:00 ☐ 5:15 ☐ 5:30 ☐ 5:45
☐ 6:00

Preferred Library Location (Please choose one only):

- ☐ Civic Center ☐ El Retiro ☐ Henderson ☐ North Torrance ☐ Southeast ☐ WALTERIA
☐ Any Available Location

If you are selected for an interview, you will be notified by e-mail no later than **Monday, May 12, 2014**. We will email a schedule worksheet where you will submit your preferred volunteer shift time(s) and location. At the mandatory orientation session, you will receive your schedule. The schedule will be based on your indicated availability, so please fill out the scheduling worksheet carefully.

All Teen Volunteers are required to attend a mandatory orientation session as part of your volunteer commitment on Saturday, June 7, 2014 at 2 p.m. at the Katy Geissert Civic Center Library. You may also be asked to attend an additional training session at your assigned branch.

I have read the above and understand my obligation and responsibilities.

Signature of Applicant _____ Date _____

I have read the above and support my child as a Teen Volunteer for Summer 2014.
(Must be signed by parent to be accepted)

Parent Signature _____ Date _____

The Katy Geissert Civic Center Library reserves the right to make volunteer appointments based upon the Youth Services Staff's evaluation and the needs of the Library.

Please attach and return the weekly schedule and signed Code of Ethics with your application.

LIBRARY USE ONLY

Available Saturdays: _____ Available Mornings: _____ On Call Availability _____
Interview comments: _____

Katy Geissert Civic Center Library: Youth Services Department
3301 Torrance Blvd., Torrance, CA (310) 618-5964



CITY OF TORRANCE • COMMUNITY SERVICES DEPARTMENT
Creating and Enriching Community through People, Programs and Partnerships

Teen Volunteer Code of Ethics and Work Agreement

I understand that as a Library Teen Volunteer at the Torrance Public Library, I will be considered a valuable member of the Library team and will be expected to assume the responsibilities in my job description. I understand and agree to:

- Read and follow the policies and procedures stated in the 2014 Summer Reading Program Teen Volunteer Guidelines.
- Maintain a neat and clean appearance and dress appropriately for the job I'm doing. Inappropriate clothing, including items such as flip-flop sandals, tank tops, short shorts, and midriff baring tops, will not be worn while volunteering.
- Be reliable and punctual, notifying my supervisor as soon as possible if delayed or unable to keep my schedule.
- Abide by the Library's Standards of Behavior and interact with library patrons in a courteous manner.
- Give full attention to my job, which means I will not bring friends or siblings with me, nor will I use my phone or other device while volunteering.
- Be a cheerful and cooperative team player, asking staff for help when I have a problem or question, and providing suggestions as appropriate.
- Commit to a regular weekly two-hour or four-hour shift for the seven weeks of the Summer Reading Program.
- Share my love of books and reading with other young people in the Library.
- Attend a Teen Orientation/Training.

In return, Torrance Public Library agrees to:

- Provide necessary training and orientation.
- Review volunteer performance, maintain volunteer records, and provide a letter attesting to volunteer's service at the end of the summer.
- Welcome volunteer as a team member in the Youth Services area of the Torrance Public Library

Teen Volunteer signature _____ Date _____

Parent/Guardian signature _____ Date _____

Library staff signature _____ Date _____

Parents: Photographs of Teen Volunteers doing their volunteer work are often used in Library publicity. If you do *not* want a photograph of your child used in this way, you must advise Library staff before your child begins the program. Thanks!



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